

EDITED TASK LISTING

CLASS: STAFF SERVICES MANAGEMENT AUDITOR

NOTE: Each position within this classification may perform some or all of these tasks

Task #	Task
1.	Under close supervision will assist in the less complex fiscal and operational compliance audits of the California Department of Corrections and Rehabilitation (CDCR) headquarters, institutions, contractors and other entities to determine compliance with State and Federal policies, contracts, plans, procedures, laws, rules, and regulations using organizational charts, policies, procedures, flow charts, duty statements, audit guides, questionnaires, observation, etc. on an on-going basis.
2.	Assist and observe in a training capacity, entrance conferences at CDCR headquarters, institutions, contractor's offices and other entities to introduce attendees and auditors, discuss the audit scope, methodology and objectives and to communicate the audit process utilizing various resources (i.e., engagement letters, communication skills, etc.) under close supervision.
3.	Assist and observe in a training capacity conducting exit conferences at CDCR headquarters, institutions, contractor's offices and other entities utilizing various resources (i.e., point sheets, draft audit reports, communication skills, etc.) developed during the audit to communicate audit findings and assist in the production of an audit report with close supervision.
4.	Assist with and observe in a training capacity the preparation of work papers, audit reports and management memos to communicate audit results to CDCR management, institutions, contractors and other entities using computer applications (i.e. word, excel), copies of source documents (i.e., invoices, purchase orders, receipts, etc.) on an on-going basis with close supervision.
5.	Assist with and observe in a training capacity the reconciliation of financial and operational information related to institutions, contractors and other entities to determine reliability and integrity of data and accuracy of information using ledgers, bank statements, registers and month end reports guided by the audit program on an on-going basis with close supervision.

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6.	Assist with and observe in a training capacity the analysis of financial statements and operational reports to determine whether they accurately reflect the financial condition of CDCR headquarters, institutions, contractors and other entities in order to ensure the reliability and integrity of financial data using financial records, training documents, work orders, ledgers, and source documents (i.e. invoices, purchase orders, receipts, etc.) guided by the audit program on an on-going basis.
7.	Assist with and observe in a training capacity the evaluation of internal controls to determine risk assessment of institutions, contractors and other entities using auditing standards, narratives, flow charts, questionnaires and interviews guided by the audit program on an on-going basis with close supervision.
8.	Assist and observe in a training capacity the performance of less complex assignments requested by CDCR management to provide objective evaluations of CDCR headquarters, institutions, contractors and other entities using auditing standards, narratives, flow charts, questionnaires and interviews guided by the audit program on an on-going basis with close supervision.
9.	Assist with and observe in a training capacity the analysis of data provided by institutions, contractors and other entities to develop conclusions and make recommendations using auditing standards, narratives, flow charts, questionnaires, interviews, etc. to determine compliance with State and Federal policies, contracts, plans, procedures, laws, rules, and regulations on an on-going basis with close supervision.